

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (May 2023)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires, separations, MHSF and BERT hiring
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1) Total hospital vacancies decreased to 11.42% as of April 2023, which is down from 11.74% in March 2023. We've hired a total of fifty-eight (58) employees between April 1 and April 30, 2023, in various classifications including RNs and had ten (10) separations during the same period of which two (2) were retirements. Some of the factors for the high vacancy rate include difficulty in finding candidates with specialized experience and/or skills.

2) RN vacancy rate decreased to **8%** this past month.

We continue to make efforts to fill positions quickly. For Emergency Care, where some of the biggest hiring challenges reside, nursing leadership plans to increase training positions and have a surplus of trainees cross trained in Urgent Care before starting in the Emergency Department. Additionally, two new Recruiters have been hired to assist with Department-wide recruitment, including nursing recruitment efforts.

To mitigate challenges in hiring nurses:

- Fourteen (14) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Hiring Managers use various selection processes, including application review, to make selections as quickly as possible
- HR will convene meetings with stakeholders to remove barriers in the hiring process and reduce the timeline to 60 days

3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plans.

4) **RN hiring status update:**

- Emergency Care Unit-
 - 16 Experienced vacancies (18.16% of RNs in this specialty) with 2 selections made and anticipated start work date on June 10, 2023
- Critical Care Unit -
 - 10 Experienced vacancies (5.4% of RNs in this specialty) with 3 onboarding on May 13, 2023
- Med-Surgical Unit-
 - 19 Experienced vacancies (10.02% of RNs within this specialty) with six (6) selections pending
- OR Unit-
 - Zero (0) Experienced vacancies (0% of RNs within this specialty)

5) **RN Training Update:**

- Next Critical Care Training program anticipated on May 13, 2022, with a cohort of six (6) with start work date on May 13, 2023 and on October 2, 2023, with a cohort of ten (10)
- Next Emergency Care Training Program anticipated July 24, 2023, with a cohort of up to twenty (20)
- Next Med/Surg Training Program is onboarding a cohort of thirteen (13) in April and May, and a cohort of three (3) is targeted for June 12, 2023

6) **Highlights of ZSFG non-RN hiring:**

- Two (2) 2430 Medical Evaluation Assistants
- Three (3) 7334 Stationary Engineers
- One (1) 2587 Health Worker 3

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- One (1) 2785 Assistant General Services Manager
- One (1) 7335 Senior Stationary Engineer

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100%
1825	Principal Administrative Anlyst II	1.00	0.00	1.00	100%
1840	Junior Management Assistant	1.00	0.00	1.00	100%
3422	Park Section Supervisor	1.00	0.00	1.00	100%
5177	Safety Officer	1.00	0.00	1.00	100%
6139	Sr Industrial Hygienist	1.00	0.00	1.00	100%
9910	Health Worker II (Interpreter Trainee)	10.00	1.00	9.00	90%
1662	Patient Accounts Asst Supv	3.00	1.00	2.00	67%
1822	Administrative Analyst	4.00	2.00	2.00	50%
931	Manager III	12.00	6.00	6.00	50%
1634	Principal Account Clerk	2.00	1.00	1.00	50%
1824	Principal Administrative Analyst	4.00	2.00	2.00	50%
1938	Stores & Equipment Asst Supv	2.00	1.00	1.00	50%
2656	Chef	2.00	1.00	1.00	50%
5506	Project Manager III	2.00	1.00	1.00	50%
922	Manager I	7.00	4.00	3.00	43%
2119	Health Care Analyst	17.00	10.00	7.00	41%
2586	Health Worker II	76.50	45.00	31.50	41%
1404	Clerk	5.00	3.00	2.00	40%
2310	Surgical Procedures Technician	21.00	13.00	8.00	38%
2305	Psychiatric Technician	42.40	27.19	15.21	36%
1429	Nurses Staffing Assistant	12.00	7.70	4.30	36%
2591	Health Program Coordinator II	3.00	2.00	1.00	33%
933	Manager V	3.00	2.00	1.00	33%
1942	Assistant Materials Coordinator	3.00	2.00	1.00	33%
2558	Senior Physical Therapist	3.00	2.00	1.00	33%
1636	Health Care Billing Clerk II	17.00	12.00	5.00	29%
2314	Public Health Team Leader	23.80	17.00	6.80	29%
1654	Accountant III	7.00	5.00	2.00	29%
2622	Dietetic Technician	5.60	4.00	1.60	29%
1406	Senior Clerk	40.80	29.99	10.81	26%
1934	Storekeeper	4.00	3.00	1.00	25%
2585	Health Worker I	4.00	3.00	1.00	25%
2785	Assistant General Services Mgr	4.00	3.00	1.00	25%
7524	Institution Utility Worker	4.00	3.00	1.00	25%
2473	Diagnostic Medical Sonographer I, II, III	4.79	3.79	1.00	21%
2471	Radiologic Technologist I, II, III	17.92	14.30	3.62	20%
2654	Cook	10.00	7.99	2.01	20%
941	Manager VI	5.00	4.00	1.00	20%
1093	IT Operations Support Admin III	5.00	4.00	1.00	20%
3417	Gardener	2.50	2.00	0.50	20%
2903	Hospital Eligibility Worker	122.00	98.30	23.70	19%
1635	Health Care Billing Clerk I	6.00	5.00	1.00	17%
2909	Hospital Eligibility Worker Supv	12.00	10.00	2.00	17%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
7334	Stationary Engineer	26.00	21.99	4.01	15%
2908	Senior Hospital Eligibility Worker	73.60	62.58	11.02	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2496	Radiologic Technologist Supv	7.00	6.00	1.00	14%
2312	Licensed Vocational Nurse	54.55	46.93	7.62	14%
2330	Anesthetist	13.40	11.60	1.80	13%
2328	Nurse Practitioner	84.61	73.90	10.71	13%
2593	Health Program Coordinator III	16.00	14.00	2.00	13%
2105	Patient Services Finance Tech	8.00	7.00	1.00	13%
2453	Supervising Pharmacist	8.00	7.00	1.00	13%
2920	Medical Social Worker	34.68	30.67	4.01	12%
2430	Medical Evaluations Assistant	169.56	151.55	18.01	11%
2930	Behavioral Health Clinician	16.50	14.80	1.70	10%
2424	X-Ray Laboratory Aide	33.49	30.49	3.00	9%
2548	Occupational Therapist	17.59	16.09	1.50	9%
2320	Registered Nurse	1023.25	937.25	86.00	8%
2324	Nursing Supervisor	12.00	11.00	1.00	8%
2390	CPD Technician	24.80	22.80	2.00	8%
2587	Health Worker III	27.00	24.99	2.01	7%
2606	Senior Food Service Worker	7.00	6.50	0.50	7%
2303	Patient Care Assistant	193.11	180.94	12.17	6%
1428	Unit Clerk	48.29	45.29	3.00	6%
2409	Pharmacy Technician	57.50	53.99	3.51	6%
2322	Nurse Manager	40.00	38.00	2.00	5%
1637	Patient Accounts Clerk	27.00	26.00	1.00	4%
2450	Pharmacist	30.50	29.50	1.00	3%
2542	Speech Pathologist	6.20	6.00	0.20	3%
2736	Porter	191.50	185.66	5.84	3%
2454	Clinical Pharmacist	35.50	34.50	1.00	3%
2604	Food Service Worker	53.50	52.50	1.00	2%
1950	Assistant Purchaser	4.00	3.99	0.01	0%
2540	Audiologist	1.00	1.00	0.00	0%
2323	Clinical Nurse Specialist	8.00	8.00	0.00	0%
2618	Food Service Supervisor	6.98	6.98	0.00	0%
923	Manager II	7.00	7.00	0.00	0%
942	Manager VII	3.00	3.00	0.00	0%
943	Manager VIII	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1167	Physician Administrator	1.00	1.00	0.00	0%
1408	Principal Clerk	2.00	2.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1649	Accountant II (Accountant Intern)	1.00	1.00	0.00	0%

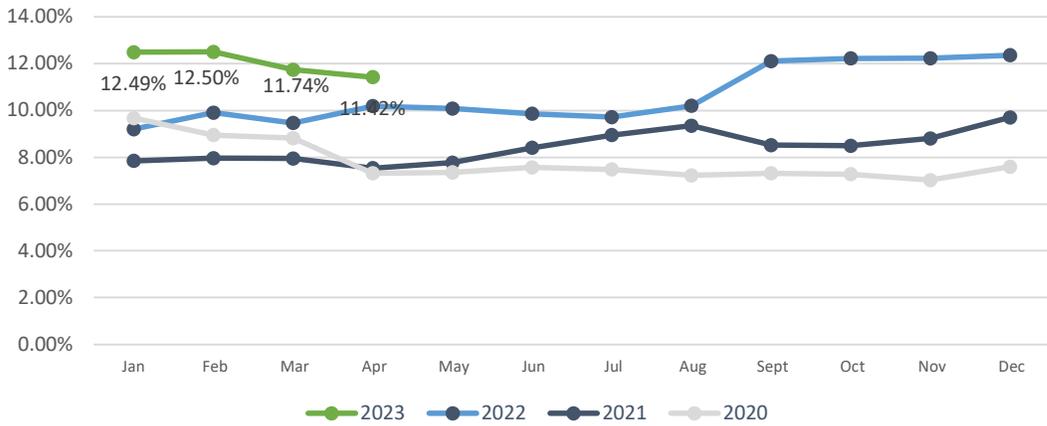
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1652	Accountant II	2.00	2.00	0.00	0%
1657	Senior Systems Accountant	3.00	3.00	0.00	0%
1663	Patient Accounts Supervisor	5.00	5.00	0.00	0%
1708	Senior Telephone Operator	11.00	11.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1823	Senior Administrative Analyst	2.00	2.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1932	Assistant Storekeeper	17.00	17.00	0.00	0%
1936	Senior Storekeeper	1.00	1.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2110	Medical Records Clerk	3.00	3.00	0.00	0%
2112	Medical Records Technician	4.00	4.00	0.00	0%
2114	Medical Records Tech-Supv	1.00	1.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2218	Physician Assistant	8.60	8.60	0.00	0%
2302	Nursing Assistant	4.00	4.00	0.00	0%
2325	Nurse Midwife	2.70	2.70	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2392	Sr CPD Technician	2.00	2.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	2.00	2.00	0.00	0%
2467	Diagnostic Imaging Tech I	23.98	23.98	0.00	0%
2468	Diagnostic Imaging Tech II	31.99	31.99	0.00	0%
2469	Diagnostic Imaging Tech III	3.80	3.80	0.00	0%
2470	Diagnostic Imaging Tech IV	7.20	7.20	0.00	0%
2472	Radiologic Technologist Lead	3.00	3.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%
2520	Morgue Attendant	1.00	1.00	0.00	0%
2524	#N/A	1.00	1.00	0.00	0%
2550	Sr Occupational Therapist	2.00	2.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2554	Therapy Aide	4.00	4.00	0.00	0%
2555	Physical Therapist Assistant	2.00	2.00	0.00	0%
2556	Physical Therapist	24.40	24.40	0.00	0%
2589	Health Program Coordinator I	3.00	3.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2620	Food Service Mgr Administrator	1.00	1.00	0.00	0%
2624	Dietitian	10.80	10.80	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2740	Porter Supervisor I	9.00	9.00	0.00	0%
2770	Senior Laundry Worker	2.00	2.00	0.00	0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2822	Health Educator	2.00	2.00	0.00	0%
2846	Nutritionist	4.60	4.60	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
4320	Cashier I	4.00	4.00	0.00	0%
6138	Industrial Hygienist	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7205	Chief Stationary Engineer	2.00	2.00	0.00	0%
7213	#N/A	1.00	1.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7335	Sr Stationary Engineer	6.00	6.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7346	Painter	4.00	4.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
	Grand Total	3185.49	2821.82	363.67	11.42%

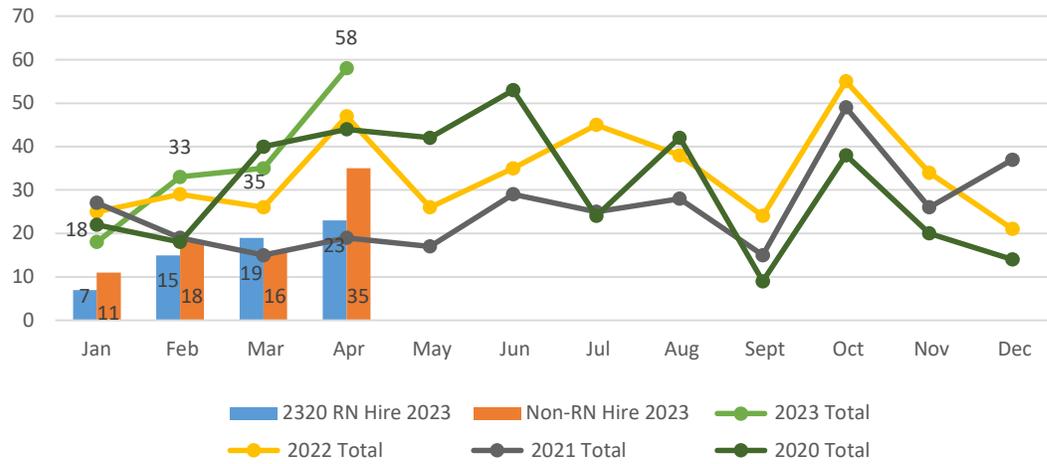
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
6139	Sr Industrial Hygienist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
5177	Safety Officer	100%	0.0	1.0	Pending Announcement/Exam Administration (tx to 0931 Pending F3 app)	5-10 days
1664	Patient Accounts Manager	100%	0.0	1.0	Pending Requisition approval	5-10 days
1825	Principal Admin Analyst II	100%	0.0	1.0	Pending Requisition approval	5-10 days
3422	Park Section Supervisor	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1840	Junior Management Assistant	100%	0.0	1.0		
9910	HW II (Interpreter Trainee)	90%	1.0	9.0	Pending Announcement/Exam Administration	60-90 days
1662	Patient Accounts Asst Supv	67%	1.0	2.0	Pending Requisition Request by Hiring Manager	30 days
1822	Administrative Analyst	50%	2.0	2.0	Onboarding	10-20 days
1824	Principal Administrative Analyst	50%	2.0	2.0	Interviews in progress/Pending Selection	30 days
931	Manager III	50%	6.0	6.0	Pending Announcement/Exam Administration	60-90 days
1938	Stores & Equipment Asst Supv	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
2656	Chef	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
1634	Principal Account Clerk	50%	1.0	1.0	Pending Requisition approval	5-10 days
5506	Project Manager III	50%	1.0	1.0	Pending Requisition Request by Hiring Manager	30 days
922	Manager I	43%	4.0	3.0	Pending Requisition Request by Hiring Manager	30 days
2119	Health Care Analyst	41%	10.0	7.0	Pending Announcement/Exam Administration	60-90 days
2586	Health Worker II	41%	45.0	31.5	Pending Announcement/Exam Administration	5-10 days
1404	Clerk	40%	3.0	2.0	Onboarding	10-20 days
2310	Surgical Procedures Technician	38%	13.0	8.0	Pending Req approval/Pending Announcement	60-90 days
2305	Psychiatric Technician	36%	27.2	15.2	Interviews in Progress/Pending Selection	30 days
1429	Nurses Staffing Assistant	36%	7.7	4.3	Interviews in Progress/Pending Selection	30 days
2591	Health Program Coordinator II	33%	2.0	1.0	Onboarding	10-20 days
2558	Senior Physical Therapist	33%	2.0	1.0	Interviews in Progress/Pending Selection	30 days
933	Manager V	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
1942	Asst Materials Coordinator	33%	2.0	1.0	Interviews in progress/Pending Selection	
1636	Health Care Billing Clerk II	29%	12.0	5.0	Pending Requisition Approval	5-10 days
2314	Public Health Team Leader	29%	17.0	6.8	Onboarding	10-20 days
1654	Accountant III	29%	5.0	2.0	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	29%	4.0	1.6	Pending Announcement/Exam Administration	60-90 days
1406	Senior Clerk	26%	30.0	10.8	Onboarding	10-20 days
2785	Asst General Services Manager	25%	3.0	1.0	Onboarding/Hired	
7524	Institution Utility Worker	25%	3.0	1.0	Pending Announcement/Exam Administration	60-90 days
1934	Storekeeper	25%	3.0	1.0	Pending Announcement/Exam Administration	30 days
2585	Health Worker I	25%	3.0	1.0	Vacant one is not my group	10-20 days
2473	Diag Med Sonographer I, II, III	21%	3.8	1.0	Pending Announcement/Exam Administration	60-90 days
2471	Radiologic Technologist I, II, III	20%	14.3	3.6	Pending Requisition Approval	5-10 days
2654	Cook	20%	8.0	2.0	Pending Announcement/Exam Administration	60-90 days
1093	IT Operations Support Admin III	20%	4.0	1.0	Onboarding	10-20 days
3417	Gardener	20%	2.0	0.5	Pending Announcement/Exam Administration	60-90 days
941	Manager VI	20%	4.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2903	Hospital Eligibility Worker	19%	98.3	23.7	Interviews in progress/Pending Selection	30 days
2909	Hospital Eligibility Worker Supv	17%	10.0	2.0	Interviews in Progress/Pending Selection	30 days
1635	Health Care Billing Clerk I	17%	5.0	1.0	Pending Requisition approval	5-10 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
7334	Stationary Engineer	15%	22.0	4.0	Pending Announcement/Exam Administration	60-90 days
2908	Hospital Eligibility Worker	15%	62.6	11.0		
2406	Pharmacy Helper	14%	6.0	1.0	Onboarding	10-20 days
2496	Radiologic Technologist Supv	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2312	Licensed Vocational Nurse	14%	46.9	7.6	Interviews in progress/Pending Selection	30 days
2330	Anesthetist	13%	11.6	1.8		
2328	Nurse Practitioner	13%	73.9	10.7	Interviews in progress/Pending Selection	30 days
2593	Health Program Coordinator III	13%	14.0	2.0	Vacant one is not my group	60-90 days
2105	Patient Services Finance Tech	13%	7.0	1.0	Interviews in Progress/Pending Selection	30 days
2453	Supervising Pharmacist	13%	7.0	1.0	Pending Announcement/Exam Administration	60-90 days
2920	Medical Social Worker	12%	30.7	4.0		
2430	Medical Evaluations Assistant	11%	151.6	18.0		
2930	Behavioral Health Clinicn	10%	14.8	1.7	Interviews in Progress/Pending Selection	30 days
2606	Senior Food Service Worker	7%	6.5	0.5		
2540	Audiologist	0%	1.0	0.0		
2323	Clinical Nurse Specialist	0%	8.0	0.0		

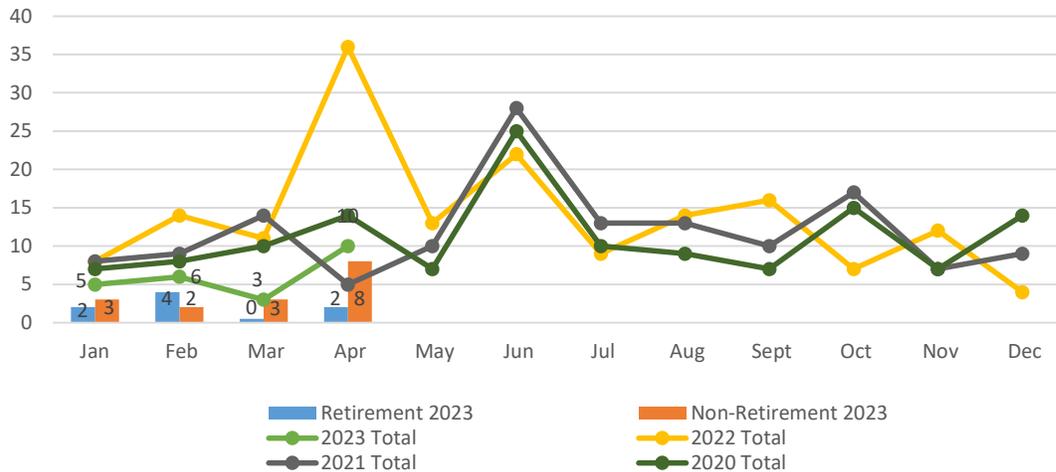
ZSFG Vacancy Rate Trend

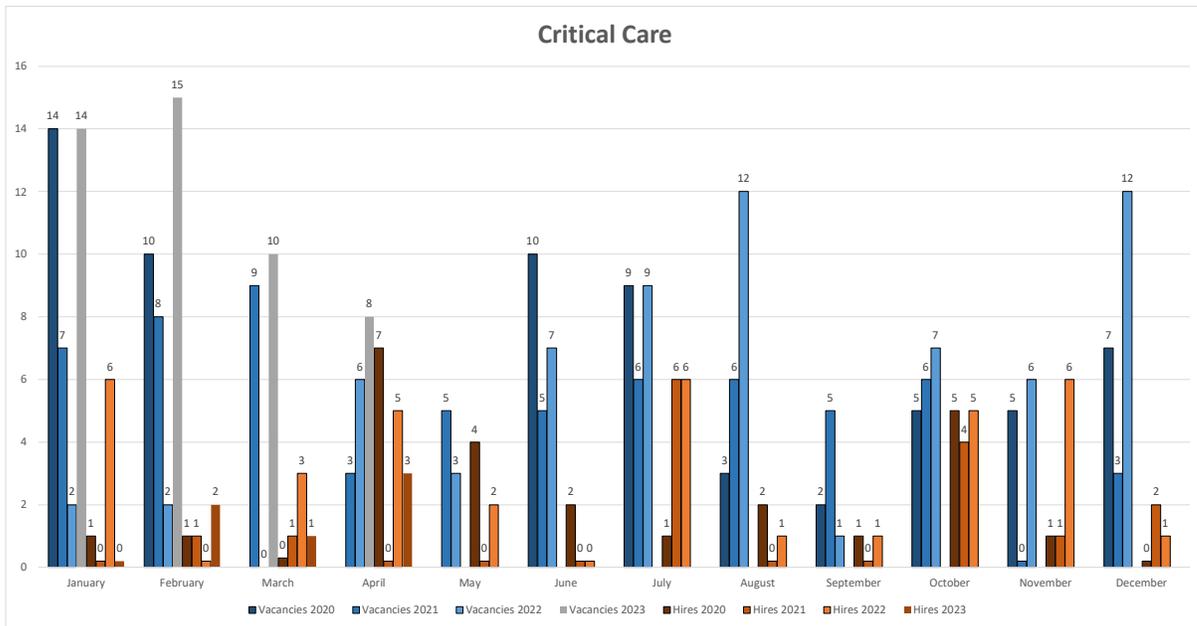
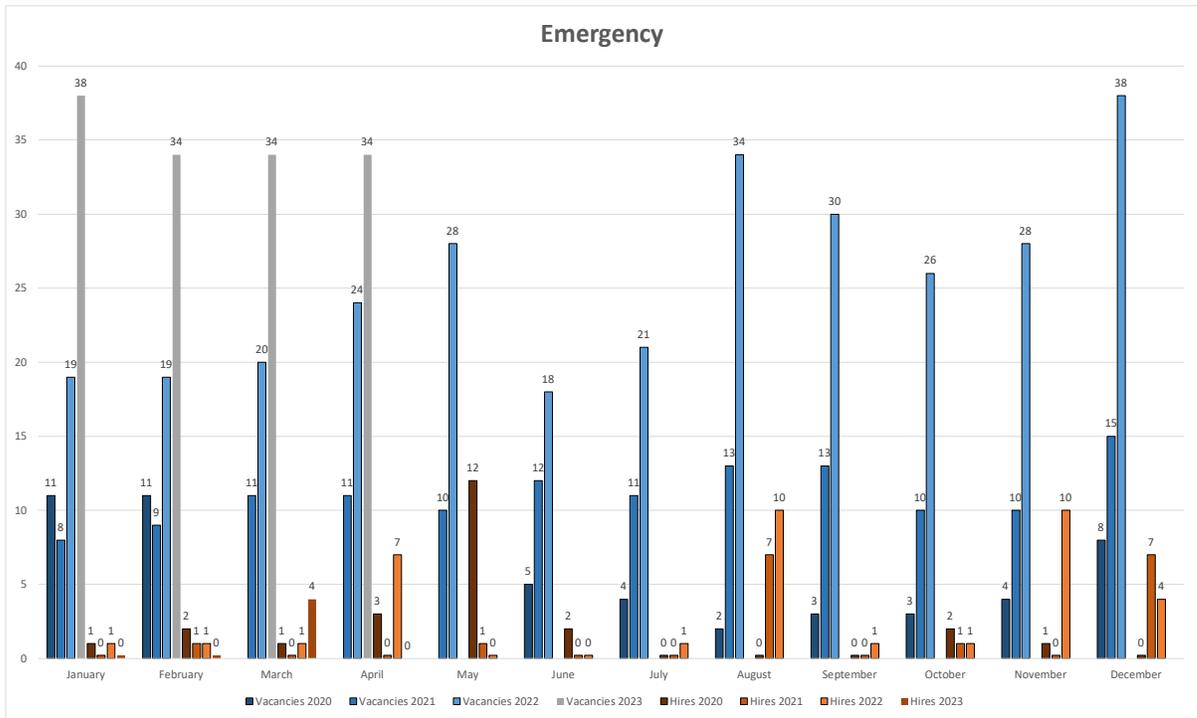


ZSFG New Hire Trend



ZSFG Separation Trend

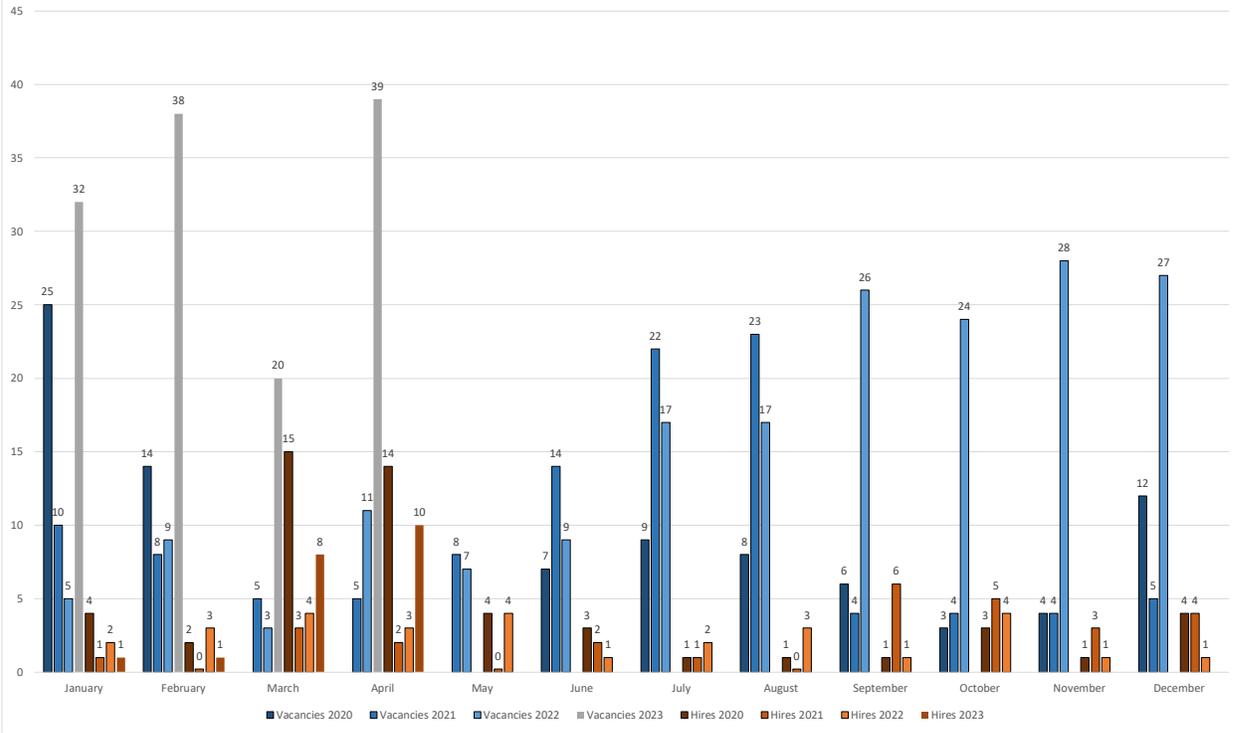




*Vacancies are based on data reported in JCC Summary.

*Data set for hire details may exclude some reassignments and appointment changes.

Medical Surgical



Surgery OR

